

**Michigan State University
Division of Public Health**

**Master of Public Health
Student
Handbook**

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Division of Public Health
College of Human Medicine
MICHIGAN STATE UNIVERSITY

This handbook is intended to be used in conjunction with the official sources of information on graduate study published by Michigan State University's Graduate School and is, therefore, not a comprehensive document.

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Welcome to Michigan State University

Michigan State University (MSU) was founded in 1855 as the nation's pioneer land-grant institution and was the first institution of higher learning in the U.S. to teach scientific agriculture. As of 2016, MSU is the educational home to over 200 undergraduate, graduate, and professional programs of study and approximately 50,000 students.

The College of Human Medicine (CHM) was founded in 1964. With 4,800 graduates, CHM alumni now practice in nearly every county in Michigan, in nearly every state in the nation, and in several foreign countries. Its mission states:

“Michigan State University College of Human Medicine is committed to educating exemplary physicians and scholars, discovering and disseminating new knowledge, and providing service at home and abroad. We enhance our communities by providing outstanding primary and specialty care, promoting the dignity and inclusion of all people, and responding to the needs of the medically underserved.

Three pillar communities provide the college's foundation for research and clinical services. Grand Rapids, the college's headquarters, is home to centers for excellence in women's health research and Parkinson's disease research. Lansing is the central location for clinical services through the university's health team and Flint offers programs and research in public health.”

Program Overview

The Master of Public Health program, offered through the Division of Public Health within the College of Human Medicine at Michigan State University, was established in 2008. The MPH is a rigorous, 43-credit, entirely online, cost-effective degree designed to create a workforce ready to meet today's challenges in public health. New professionals find their MPH invaluable to starting their career while current professionals augment their experience with an in-depth public health education. Learning is enhanced by instruction from a diverse faculty and student base, offering global perspectives.

The MPH degree engages the student in coursework and practical training to obtain the knowledge and skills necessary to successfully perform as a public health professional. Public health focuses on the health status of communities and populations and emphasizes disease prevention and health promotion over treatment. Three major functions of public health include assessment, policy development, and assurance. Core knowledge areas contributing to public health include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences.

The Division of Public Health offers two educational options for students:

- Graduate degree program leading to a Master of Public Health (MPH) (43 credits total)
- Core Disciplines of Public Health Graduate Certificate (18 credits total)

Master of Public Health Vision, Mission, Values, and Goals

MPH Vision

Advancing Public Health Practice across the globe by providing a cutting-edge, online curriculum to advance public health and the well-being of global and local communities.

MPH Mission

The MSU MPH program is committed to increasing the capacity of the public health workforce by providing practice-infused, online instruction that integrates current public health issues. We emphasize public health practice, leadership, and community partnership.

MPH Values

- Innovation and academic excellence: A commitment to continual improvement through ongoing, critical evaluation of our program, regular assessment of student needs, and the development of a responsive and cutting-edge online curriculum.
- Leadership development: A responsibility to develop public health leaders who will enact change and promote health and well-being by providing training in versatile leadership skills.
- Health equity and diversity: A dedication to respect human differences and advance health equity by valuing all people equally and explicating the underlying social determinants of health.
- Community partnership: A promise to partner with communities to identify relevant health issues and create public health practitioners armed with skills for improving community health.
- Global impact: A commitment to provide our students the opportunity to translate and disseminate public health skills and knowledge into evidence-based practice, policy making, and advocacy locally and globally.

MPH Goals

Education

- Provide outstanding academic programs grounded in critical thinking, requiring purposeful judgment and decision-making.
- To provide students with a rigorous public health education and applied experiences that integrate public health foundational knowledge and practice.

Practice, Service & Research

- Provide an enriching environment for students by supporting service-learning opportunities within their local communities and with faculty.

Faculty & Students

- Recruit and retain well-qualified, diverse students who are capable and prepared to successfully navigate the program.
- Strengthen faculty impact by providing faculty with the means to pursue ongoing professional development opportunities.

Environment

- Solidify the expansive reach of the MPH program by maintaining an alumni network and expanding our network of partners globally.
- Continuously advance MPH program instruction, service, and operations through ongoing assessment and quality improvement processes.

Competency-Based Education

The MSU MPH program uses a competency-based approach to curriculum planning and development. Competency-based education (CBE) is a process that focuses on outcomes (competencies) that are linked to the needs of the public health workforce and the skills and knowledge required by the profession. Graduates of the MSU MPH program achieve the twenty-two CEPH* foundational competencies that are required of all MPH students, in addition to five competencies that are unique to the MSU MPH program, representing our core mission and vision: community partnerships, health equity and leadership. Competencies become increasingly advanced and are reinforced by building upon one another as students progress through the program. Students will be able to monitor and assess their progress and identify gaps in competency attainment through the use of rubrics and the ePortfolio among other assessment techniques.

MPH Foundational Knowledge and Competencies

The foundational public health knowledge and the MPH Foundational Competencies have been defined by the Council on Education for Public Health in an effort to standardize the foundational skills and competencies expected from public health professionals. MPH graduates can expect to be proficient in the knowledge described below.

The MPH Foundational Knowledge is comprised of the following domains and learning objectives:

Profession & Science of Public Health

1. Explain public health history, philosophy, and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the U.S. or other communities relevant to the school or program
5. Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

Factors Related to Human Health

7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political, and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health, and ecosystem health (e.g., One Health)

MPH Foundational Competencies are comprised of the following domains and learning objectives:

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice

2. Select quantitative and qualitative data collection methods appropriate for a given public health context
 3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
 4. Interpret results of data analysis for public health research, policy, or practice
- Public Health & Health Care Systems
5. Compare the organization, structure and function of healthcare, public health, and regulatory systems across national and international settings
 6. Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels
- Planning & Management to Promote Health
7. Assess population needs, assets, and capacities that affect communities' health
 8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
 9. Design a population-based policy, program, project, or intervention
 10. Explain basic principles and tools of budget and resource management
 11. Select methods to evaluate public health programs
- Policy in Public Health
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
 13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
 14. Advocate for political, social, or economic policies and programs that will improve health in diverse populations
 15. Evaluate policies for their impact on public health and health equity
- Leadership
16. Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision making
 17. Apply negotiation and mediation skills to address organizational or community challenges
- Communication
18. Select communication strategies for different audiences and sectors
 19. Communicate audience-appropriate public health content, both in writing and through oral presentation
 20. Describe the importance of cultural competence in communicating public health content
- Interprofessional Practice
21. Perform effectively on interprofessional teams
- Systems Thinking
22. Apply systems-thinking tools to a public health issue

MSU Master of Public Health-Specific Competencies

The MSU MPH program-specific competencies that reflect the program mission, vision, and values include the following:

23. Propose a program evaluation, systematic review, or research study to address a public health issue
24. Conceptualize a program, service, or policy designed to prevent, reduce and/or mitigate health inequities using a health equity framework

25. Apply the principles of community engagement and associated methodologies to public health practice
26. Apply a systematic approach in the investigation of the relationship between environmental agents and adverse health outcomes with consideration of the social determinants of health and advancing health equity
27. Analyze the ethical assumptions and implications underlying decisions in public health practice

Degree Requirements

To obtain the MPH degree, the student must complete a minimum of 43 credit hours of coursework including the Practicum and the Capstone Paper. These experiences replace a thesis and serves as the final evaluation of a student's learning. A subset of the MPH Foundational Competencies are demonstrated during the Practicum and the synthesis of some competencies are evaluated in the Capstone Paper.

Master of Public Health (MPH) Degree Requirements

Completion of the MPH degree program consists of the following:

1. Ten credits of required MPH foundational coursework **with a minimum final grade of 3.0 in each:**

Course Code	Course Name	Credits
HM 801	Introduction to Public Health	3
HM 854	Health Equity Framework for Public Health Practice	3
HM 827	Principles of Public Health Leadership	1

One of the Following Selectives (3 credits):

HM 807	Practical Application & Critical Thinking Synthesis in Public Health	3
HM 853	Public Health Program & Intervention Evaluation	3
HM 880	Study Design and Research Methods for Public Health Practice	3

2. Fifteen credits of required MPH core coursework **with a minimum final grade of 3.0 in each:**

Course Code	Course Name	Credits
HM 802	Biostatistics for Public Health	3
HM 803	Epidemiology for Public Health	3
HM 804	Public Health Administration & Policy	3
HM 805	Social and Behavioral Aspects of Public Health	3
HM 806	Environmental Factors of Health	3

3. Twelve credits of elective coursework **with a minimum GPA of 3.0 in each:**

Potential elective courses are identified as those that prepare each student to be successful in the area in which they plan to practice. A student must submit an Elective Request Form to their MPH advisor prior to enrolling in any non-Master of Public Health elective course.

There is no guarantee that any courses taken outside of the Master of Public Health curriculum will be approved for credit toward an MPH. The student is responsible for obtaining permission from the MPH program before enrolling in non-Master of Public Health electives.

4. Six credits of culminating coursework **with a minimum final grade of 3.0 in each:**

Course Code	Course Name	Credits
HM 892	Public Health Practicum	3
HM 893	Public Health Capstone Paper	3

5. Maintain a minimum cumulative grade point average of 3.0 in MPH coursework.

MPH Foundational Courses

These are required courses, generally taken early in the program of study, that are intended to provide an introduction to public health foundations and core knowledge areas. They also serve to introduce students to most of the MSU MPH program-specific competencies. These courses provide a foundation for the MSU MPH-specific competency attainment and embody the mission, vision and values of the MSU MPH program.

MPH Selectives

The selective courses provide students the opportunity to identify a methodological approach and develop the knowledge and skills required to execute the Integrative Learning Experience. A student should discuss their interests and ideas with their MPH advisor and MPH mentor prior to deciding which selective best suits their needs.

- HM 807: Practical Application & Critical Thinking Synthesis in Public Health
 - A student would select this course if they were interested in completing a systematic review for their capstone paper.
- HM 853: Public Health Program & Intervention Evaluation
 - A student would select this course if they were planning to complete a program evaluation or a program intervention for their capstone paper.
- HM 880: Study Design and Research Methods for Public Health Practice
 - A student would select this course if they were interested in evaluating a unique data set or a conducting secondary data analysis for their capstone paper.

MPH Core Courses

The core courses are required public health content that are intended to provide a basis for understanding the breadth and scope of the public health field by exploring the core public health disciplines: biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences. A student can expect to obtain crucial public health competencies and core public health knowledge through successful completion of these courses.

MPH Electives

A student must complete a total of nine elective credits for the program. A student may take any combination of elective courses; however, we highly recommend the student identify electives that

coincide with their public health interests and goals. Elective courses are organized by concentration on the Master of Public Health website (<http://mph.chm.msu.edu/program-information/new-master-of-public-health-program-requirements>).

- Public Health Policy/Administration
- Global and Cultural Public Health
- Public Health Epidemiology/Biostatistics/Surveillance
- Infectious Disease and Public Health
- Public Health Nutrition

The Public Health Practicum (HM 892)

Throughout the MPH program, a student is required to demonstrate attainment of the MPH Foundational Competencies - the practicum experience provides an opportunity to do so through applied practice. HM 892 is a minimum three-credit course during which, a student completes the goals, objectives, and deliverables developed in the practicum proposal. It requires a commitment of up to 180 hours with a minimum 120 hours of face-to-face time.

There is no standard approach to identifying a suitable practicum topic and/or a practicum site/agency. Many students identify potential practicum projects and practicum sites through prior students' practicum experiences. Students can investigate prior practicum experiences via conversations with faculty members, peers, or internship/job postings. It is never too early to begin to seek out and develop professional relationships with public health professionals working at public health agencies that may serve as optimal practicum sites in the future. Students are encouraged to develop and obtain feedback about potential practicum sites and projects from the MPH practicum coordinator, who can help focus the practicum experience and suggest possible resources and sites. Ultimately, the topic the student chooses should coincide with their interests as well as their educational and career goals.

Enrollment in HM 892 requires a passing grade of at least 3.0 in each of the six core courses. A student may take the practicum in a single semester by registering for a minimum of three credits with HM 892 or, depending upon the nature of the practicum, the student may complete it over multiple semesters with approval from their advisor. In the latter case, the student will register for one to three credits each semester, provided the student takes a minimum of three practicum credits in total. The student may not use practicum credits that exceed the three-credit minimum to satisfy the elective course credit requirement for the MPH.

For further information on HM 892: Public Health Practicum, please reference the *Master of Public Health Culminating Experience Handbook*.

The Public Health Capstone Paper (HM 893)

The Public Health Capstone Paper is the final requirement for completion of the MPH degree. The Capstone Paper must demonstrate a synthesis of the MPH Foundational Competencies and provide evidence of the student's ability to integrate the knowledge acquired during their course of study into a high-quality, culminating written product that aligns with the student's educational and professional objectives. The Capstone Paper may not be undertaken with any of the core courses or electives considered pertinent to the completion of the capstone paper. Evaluation of the

capstone paper is done by two MPH faculty members. If one or more grade point discrepancy exists between the two evaluations, a third evaluator is sought.

For further information on HM 893: Public Health Capstone Paper, please reference the *Master of Public Health Culminating Experience Handbook*.

e-Portfolio

Every Master of Public Health student is required to develop an e-Portfolio that reflects the student's learning experiences and accomplishments throughout their time with the MPH program. The e-Portfolio is intended to serve as a collation of activities related to professional development, service to the profession, competency attainment, and assessment of educational outcomes associated with the student's program of study.

As stated by the Association of American Colleges & Universities, "The electronic or digital portfolio is an ideal format for collecting evidence of student learning, especially for those outcomes not amenable nor appropriate for standardized measurement. Additionally, e-Portfolios can facilitate student reflection upon and engagement with their own learning across multi-year degree programs, across different institutions, and across diverse learning styles while helping students to set and achieve personal learning goals. e-Portfolios provide both a transparent and portable medium for showcasing the broad range of complex ways a student is asked to demonstrate their knowledge, skills, and abilities for purposes, such as graduate school and job applications as well as to benchmark achievement among peer institutions." (Source: <https://www.aacu.org/eportfolios>)

For more information, a student should contact their academic advisor.

Program of Study

Each student is required to complete a Program of Study outlining the schedule of potential coursework to be taken. Program of Study forms must be submitted to the student's MPH advisor and must obtain advisor approval. Each spring semester, the MPH advisor will conduct an annual review of the student's Program of Study to monitor progress. Any changes to the Program of Study must be submitted to the MPH advisor as necessary for approval.

Graduate Certificate

The Core Disciplines of Public Health graduate certificate is administered by the College of Human Medicine and is available as an elective certificate to students who are enrolled in a master or doctoral degree program at Michigan State University. A student earning their MPH degree is not eligible to enroll in this certificate.

The Core Disciplines of Public Health graduate certificate requires a minimum GPA of 3.0 in each required course. A student is not allowed to substitute the courses required for the graduate certificate with any other courses. If a graduate certificate student fails a course, they may re-take it. If the student fails the course a second time, the student must obtain approval from the Master of Public Health program in order to enroll a third and final time. No student is allowed to re-take a course more than two times.

A student completing a graduate certificate must submit override requests for courses to the Master of Public Health program office for enrollment processing; a graduate certificate student cannot enroll in courses on their own. Submit override requests by visiting <http://mph.chm.msu.edu/students/request-for-override>. Override requests must include a student's full name, APID, the course and section number for which they are requesting the override, and a note that they are pursuing a graduate certificate.

Please note: a student completing a graduate certificate is not eligible for financial aid.

Checklist for Completion of Degree

There are a number of things a student should consider when preparing to graduate.

- The student must check with their advisor to confirm all requirements have been met and that all necessary forms have been signed and forwarded to the appropriate offices. This should be done early in the semester prior to their expected graduation.
- A student applies to graduate during the first week of the semester in which they intend to graduate (this may be done online at <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>). For example, if the intention is to graduate at the end of the spring semester, the student should apply to graduate during the **first week** of the spring semester.
 - Conferral of a graduate certificate requires a separate application. The application can be found at the bottom of the page using the link above.
- For more information on graduation and commencement:
 - Visit the Graduate School on the second floor of Chittenden Hall or visit <http://grad.msu.edu/graduation/>.
 - Visit <http://commencement.msu.edu/>.

Master of Public Health Graduate Course Descriptions

The courses for the Master of Public Health are categorized as foundational, selective, core, electives, and Culminating Experience. All courses are offered online only. A student can access course descriptions by visiting the MPH website at <http://mph.chm.msu.edu/students/course-catalog-and-textbooks>, or by visiting the MSU Course Descriptions website at <https://reg.msu.edu/Courses/search.aspx>.

D2L Learning Management System

The Master of Public Health program at MSU provides all online coursework through the D2L Learning Management System and its product line, Brightspace. A student can access D2L by visiting <https://d2l.msu.edu> and logging in with their MSU NetID and password.

D2L provides a free training course, *Students – Getting Started with D2L*, which contains video tutorials covering the most commonly used aspects. A student can register for this training by logging in to D2L and clicking on the “Self-Registration” tab in the navigation bar at the top of the page.

A student may access video tutorials on YouTube by visiting, https://www.youtube.com/watch?v=weDIXdbjX_4&list=PLxHabmZzFY6mtggGZAitZ61kmpS-pMlaM.

Master of Public Health New Student Online Orientation

The Master of Public Health New Student Online Orientation, accessible in D2L, is intended to provide students with information relevant to their experience in the Master of Public Health program including the expectations of students and resources for students while enrolled in our program. **All new students must complete this orientation prior to the start of their first semester.**

During the orientation, students will become familiar with their rights and responsibilities as a graduate student within the university. They will also become acquainted with the services that will support their educational and personal goals (e.g., library services, informational technology, academic and student services). Students will learn to identify key people in the program, including faculty and support staff, and become familiar with the D2L online platform and its various functions. Finally, it is the aim of the orientation for students to develop a sense of autonomy and ownership of their program goals and academic progress.

Students will have access to this orientation and the information inside it for the remainder of their time with the program.

Master of Public Health Student Community

The Master of Public Health program provides students with access to the *Master of Public Health Student Community* in D2L throughout their time with the program. Students have access to resources, MPH program and university policies, job opportunities, Division of Public Health events, and more. Content in the *MPH Student Community* is updated regularly and students are encouraged to check back often. It is *highly recommended* students subscribe to the Announcements feed in the MPH Student Community to receive update notifications as we often post information on opportunities, workshops, community presentations, etc.

Dual Graduate Enrollment

To be considered a dual enrollment student, the student must be currently enrolled in a second MSU graduate or professional degree program. It is strongly encouraged for the student to make an appointment with their advisor from each degree program to create a program of study that best serves both programs.

A dually enrolled student is provided the opportunity to share up to nine credits between two graduate or professional degree programs. The student is responsible for informing their advisor from each degree program which nine credits they are requesting to be shared. The student must complete a Dual Enrollment Shared Credit Agreement with their MPH advisor for approval and processing.

A dually enrolled student is charged tuition rates according to their primary degree program each semester. A primary major code change may be requested when a student has completed the requirements for one program and is proceeding to begin requirements for their second program.

This request must be submitted to the Master of Public Health program office through the student's MPH advisor.

An MPH student's status may change to that of a dually enrolled student after admission to another MSU graduate or professional degree program. It is the responsibility of the MPH student to notify the Master of Public Health program office *and* their MPH advisor regarding acceptance into a second graduate program. The current student status and completed curriculum will be reviewed so a decision regarding how to proceed can be made. If a student's MPH status changes to the status of a dually enrolled student, a proper curriculum plan will be developed for both degree programs at that time.

Students within the Master of Public Health program commonly share credits with the following degrees:

- Doctor of Osteopathy
- Doctor of Medicine
- Doctor of Veterinary Medicine
- Master of Social Work
- Master of Science in Food Safety

Dual Undergraduate/Graduate Enrollment

Undergraduate dual enrollment provides an opportunity for an academically talented MSU undergraduate student to enroll in graduate courses and complete coursework towards a graduate degree while completing the last two years of their bachelor's degree program. Dual undergraduate students are subject to the same degree requirements as traditional MPH students.

For further information, please visit

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=328>.

Master of Public Health Advisors

Each student is assigned an advisor upon admission to the program. The student is expected to maintain regular communication with their advisor over the duration of their studies. Advisors are available to assist a student with:

- Identifying courses of interest and development of their program of study
- Selecting a second degree, additional majors, or certificates
- Reviewing degree requirements
- Planning enrollment
- Information on dropping courses, adding courses, and withdrawal from the University
- Referral to other University resources
- Discussions of possible Practicum and study abroad experiences

Each student is responsible for knowing and fulfilling all university, college, and major requirements. Each student is expected to use the *Master of Public Health Student Handbook* in conjunction with the university's publications of *Academic Programs Catalog* <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> and the *Graduate Student Rights and Responsibilities* document, <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>.

The student is encouraged to schedule appointments with their advisor throughout their time with the MPH program. Advisors are available for appointments via the Genbook scheduling system. If for some reason a student is not able to keep an appointment, the advisor must be contacted to cancel the appointment as early as possible so another student may sign up for the appointment time.

To access Genbook, please visit, www.msupublichealth.genbook.com.

Master of Public Health and Michigan State University Policies

A student who is uncertain about policies or procedures regarding course requirements or course selection should contact their instructor. A student who is uncertain about policies or procedures regarding MPH program requirements or any other MPH program issues should contact their advisor.

MSU's Centrally Supported E-mail System

Each student is required to activate their MSU e-mail upon final admission to the university. This is the only e-mail address the MPH program and the university will use for sending official communications to students. For more information, read the "Student E-mail Communications Notice" at <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>. To get started, go to www.mail.msu.edu.

Statement on Disability

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations (e.g. visual or hearing accommodations, extra time on exams, etc.) by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at (517) 884-7273 or on the web at <https://www.rcpd.msu.edu/services/accommodations>. Once a student's eligibility for an accommodation has been determined, they will be issued a verified individual services accommodation ("VISA") form. A student requiring accommodations is required to notify their instructor within the first week of each course. Requests received after this date will be honored whenever possible.

The "Additional Resources" section of this handbook provides information on the MSU Resource Center for Persons with Disabilities (RCPD).

Responsible Conduct of Research and Scholarship (RCR) Training

Michigan State University requires each graduate student to complete the Responsible Conduct of Research and Scholarship training to be eligible for graduation.

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape.

To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

*Students who are supported by National Science Foundation (NSF), National Institutes of Health (NIH), or United States Department of Agriculture (USDA) grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

*Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approvals. These modules may be completed as part of the training requirements below, or in addition to them, depending on the department/program or college plan.

RCR Training Requirements

Year One

All new graduate and graduate professional students will complete four CITI online modules within the first year of enrollment in their program. Completion of this requirement will be tracked in the Ability Training System.

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Discussion-Based Training

All graduate and graduate professional students must complete a minimum of six hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first two years (e.g., as part of a course). To fulfill the discussion-based training, students may participate in the on-campus workshops offered throughout the academic year by the Graduate School or they may participate in remote teleconference sessions offered by the Master of Public Health program. The RCR Workshop Series schedule can be found on the Graduate School website, <https://grad.msu.edu/rcr>. Students may contact their advisor for more information on the MPH teleconference session schedule.

RCR Training Resources

CITI Program Login Page: <http://ora.msu.edu/train/citi.html>

Ability Training Tracking Login Page: <http://ora.msu.edu/train/>

Required Title IX Education

This information and more can be found at: <http://titleix.msu.edu/learn-more/online-education-programs.html>.

All graduate students are required to complete an annual online training program for education on Title IX, which has been customized to address the unique experiences of graduate students. The education program required provides information to help identify sex discrimination and sexual harassment and advises members of the MSU community about their rights and responsibilities under the *Relationship Violence and Sexual Misconduct Policy*. **Students will not be able to access important academic information in the StuInfo system, including grades, until they complete this training.** Please note that graduate students who are also employed as graduate teaching assistants or research assistants are also required to complete an online education program for employees.

At the beginning of each academic year, students will receive an email, sent to their MSU email account, with instructions to complete the training program. The training program is provided by MSU's vendor, *Student Success*. Students will use MSU's secure single sign-on to access the course, but your password and other sensitive information will not be provided to the vendor.

Graduate students who have received a notice to complete the training, but can no longer find the training notice, can access the course by navigating to MSU's *Student Success* site, <https://login.msu.edu/?App=Shibb-OIE-TitleIX-Training>. Please note: individuals who have not received a training notice will not be able to access the course.

For more information, click on the Online Education Programs for Graduate Students section of the Title IX website, <http://titleix.msu.edu/learn-more/online-education-programs.html>.

Change of Enrollment/Registration

This information and more can be found at: <https://reg.msu.edu/ROInfo/Enrollment.aspx>.

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the university *Academic Calendar* (<https://reg.msu.edu/ROInfo/Calendar/Academic.aspx>) each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment are also listed on the *Academic Calendar*.

Master of Public Health Technical Requirements

The Master of Public Health is an online program. The following are the minimal technical requirements for participation in MPH courses:

- Each student must be in compliance with the MSU *Acceptable Use Policy for MSU Information Technology Resources*, <https://itservices.msu.edu/guidelines-policies/aup.html>.
- *MSU Privacy Statement*
<https://msu.edu/privacy/>
Each student is responsible for knowing their rights and understanding the university policy.

- Each student must have regular access to a computer which enables them to complete all coursework, general curricular requirements, and receive academic-related e-mails within their designated program. This computer must be equipped with a microphone or headset and have video conferencing capabilities (e.g. Zoom). The student may acquire computer access through the most appropriate option to accommodate their individual circumstances. Each student is responsible for knowing how to operate the computer system they choose and the software packages required.
- An updated version of Adobe Acrobat or Adobe Reader DC is required. Adobe Reader DC is available to download for free at <https://get.adobe.com/reader/>.
- Courses may require software not previously specified by the *MPH Student Handbook*. If a course requires specific software, it is clearly indicated on the course syllabus, the textbook list on the Master of Public Health website, and the textbook information found through Schedule of Courses. Each student is responsible for acquiring the specialized software necessary to complete specific course requirements.
- Each student must have access to a personal computer with at least 128 MB RAM (256 MB preferred). The student must also have access to a 56 kbps modem at minimum (DSL or broadband cable recommended).
- Zoom web conferencing is available to all students for free. Zoom can be downloaded and accessed by visiting <https://msu.zoom.us/>. Advisors and instructors use Zoom web conferencing for advising appointments and course office hours.
- Each student is issued an official MSU e-mail account upon final admission to the university. **All communications with the university and the Master of Public Health program are conducted through this e-mail account. Please review the *MSU Student E-mail Communications Notice*, <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>.**

D2L technical support is available for students 24 hours a day, 7 days a week through the Distance Learning Services Hotline at (517) 432-6200 or (844) 678-6200. Hours for holidays may vary. Examples of issues requiring technical support:

- Browser issues
- Trouble viewing course content
- Issues with submitting assignment to a dropbox
- Problems with quiz timing or quiz attempts

Master of Public Health Online Etiquette and Communication Expectations

Online etiquette is becoming more important as an increasing number of institutions are offering courses online. The Master of Public Health program expects its students to behave online as they would behave in a face-to-face professional environment. A student should keep in mind the following expectations when communicating online.

- Because our instructors are often working full-time in different public health professions, a student should be aware they may not be able to respond to student e-mails immediately. A

student can expect a reasonable response time to be 48-72 hours, however instructors' response times will vary.

- Things like tone of voice, facial expressions, and body language cannot effectively be conveyed through written word. Be sensitive to that fact when communicating with classmates, instructors, and MPH program staff. It is best to be direct. We have a global base of students from many different cultures around the world and it is easy to misinterpret messages. When communicating online, avoid typing in all capital letters as it is often considered shouting.
- A student should think carefully about the things they are typing. Once a statement is submitted to a group discussion or an instructor, it cannot be taken it back. There is a visual record of everything said online. If it is not something that would be said to the person's face, it should not be written at all. Never assume a conversation is private.
- When conversing online, whether through e-mail, on a discussion forum, etc., spelling and grammar count. When conversing with classmates, instructors, or MPH program staff, each student is expected to use complete sentences and punctuate their message appropriately.
- Comments and messages are easier to read when the paragraphs are short and succinct.
- Consider the format being used. If an e-mail is being drafted from a phone, it should follow the same format as e-mailing someone from a computer. If the message can't look professional via phone, then it shouldn't be used.
 - For Example:

Dear Joe Smith,

It was nice to converse with you today.

Take Care,

Sally Fairman

- Avoid inappropriate emotional personal exchanges inside the course space. If someone posts a heated message, resist the urge to respond with a personal attack. Course space is not the appropriate place for personal comments; please keep interactions professional. We encourage each student to focus on the topic, not the person with whom they're discussing it.
- When posting opinion, state that it is an opinion. Support opinions with facts. When stating facts, please cite the source.
- Debates regarding course material are appropriate but should be expressed with facts in addition to personal opinion. Please be respectful when disagreeing and avoid "attacking" opposing arguments.
- Please consider basic courtesy when reading and responding to others. Keep an appropriate timeline; please respond to others promptly. If a student disagrees with someone's post or notices a mistake, they are expected to be respectful in their response. In the same respect, they are expected to be considerate when someone respectfully corrects or disagrees with them.
- A student is expected to sign at least their first name to any message they post or e-mail so others know who has submitted the message. No anonymous postings will be accepted.
- Communication among classmates and instructors should be collaborative, not competitive.
- Keep in mind, active learning involves participation. A student gets more positive results from interacting with classmates and participating above and beyond the minimum course requirements. A student does not retain information as effectively by watching other's participation.
- Frequent self-assessment and reflection throughout learning are very important. Growth comes from thinking through topics and ideas from different perspectives and learning from others.

- Consider the length of a message before submitting it. Do not use long paragraphs; if there is quite a bit of information; break up the paragraph so the information is easier to read. Along those lines, do not send out multiple one or two line responses one right after another as this can disrupt the flow of conversation for others.
- Any issues or concerns regarding discussion forums should be taken up with the instructor of the course.
- Use caution and common sense before sharing personal information over the internet. It is best to contact an instructor via e-mail or phone when discussing personal information. Commercial advertisements are not to be posted in any course space or communications.

Portions of the above recommendations were taken from the following websites:

- <https://kb.wisc.edu/page.php?id=50548>
- <http://www.ietf.org/rfc/rfc1855.txt>
- http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf
- <http://www.albion.com/netiquette/corerules.html>

State Authorization Compliance

This information and more can be found at: <https://esp.msu.edu/stateauth.asp>.

Michigan State University is obligated to comply with existing state laws regarding distance education (programs/departments offering courses delivered exclusively online). State laws regarding distance education vary state-by-state, and even program-by-program within a state. The Master of Public Health offered through the College of Human Medicine's Division of Public Health at Michigan State University requires a practicum experience that constitutes a physical presence in some states, therefore restricting enrollment in our program to residents of those states. Michigan State University is not authorized to offer distance education to residents of Canada.

A student of MSU's MPH program may not relocate to a restricted state during their pursuit of the MPH. If relocation to a restricted state is inevitable, the student may be required to withdraw from the MPH program while residing in that state. A student who is moving to a restricted state must contact their advisor to discuss potential options.

Please visit, <https://esp.msu.edu/StateSummary.pdf>, for an up-to-date list of approved and restricted states. For further questions, a student should contact the Master of Public Health academic office or their advisor.

Academic Honesty and Integrity

This information and more can be found at: <https://ombud.msu.edu/academic-integrity/>

Academic dishonesty at Michigan State University is defined by the *General Student Regulations* (<http://splife.studentlife.msu.edu/regulations/general-student-regulations>) as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- Supplying or using work or answers that are not one's own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Fabricating information or citations.
- Facilitating acts of academic dishonesty by others.

Lectures and examinations remain the property of the College of Human Medicine and must not be copied from the internet for distribution to anyone who is not registered for the course. Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the course.

Plagiarism

This information and more can be found at: <https://ombud.msu.edu/academic-integrity/plagiarism-policy.html>.

Plagiarism is defined as taking credit for someone else's work or ideas. It is considered plagiarism if a student submits a piece of work (e.g., an essay, research paper, assignment, laboratory report) which, in part or in whole, is not entirely the student's own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the internet.

Each student is required to complete all five levels of the *How to Recognize Plagiarism* free tutorial through Indiana University. Each student is required to take the certification tests and submit their certificate of completion to their instructor. The student will be provided further instruction on completion of the tutorial by their instructor.

All assignments are to be done on the student's own, without the assistance of additional materials (i.e., internet, texts, articles, other people, etc.) unless students are instructed to do otherwise. This includes weekly assignments and exams. Unless authorized by the instructor, a student is expected to do their own original work on each assignment in each course. **A student who recycles his or her coursework from one course to another (even if it is a repeated course) may face an allegation of academic dishonesty.**

An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. Article 8 of the *Graduate Students Rights and Responsibilities* (GSRR) document at Michigan State University defines a penalty grade as, "a grade assigned to a student by a faculty member based on a charge of academic misconduct." A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course. If a penalty grade is given by an instructor, the instructor is required to file an Academic Dishonesty Report (ADR) with the Graduate School and can request that additional sanctions be imposed on the student.

Integrity of Scholarship and Grades/Academic Misconduct

This information and more can be found at: <http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades>.

Academic misconduct is defined by the university as, "academic dishonesty, violations of professional standards, and falsification of academic or admission records."

A student may receive a penalty grade or may be dismissed from the Master of Public Health program for the following reasons: theft or misuse of university property; intellectual dishonesty or academic misconduct; failing to meet MPH program academic, professional, or behavioral standards; or violation of law and/or university rules and regulations. A student has the right to a hearing if they believe their removal from the program somehow included an alleged violation of their rights.

If a student has committed an act of academic misconduct in a course, the instructor can file an Academic Dishonesty Report (ADR) with the Graduate School. Depending upon the

severity, the instructor can request through the ADR that additional sanctions be imposed on the student. When a student receives their first ADR, the Graduate School requires the student to complete an educational program on academic integrity and academic misconduct. If there are multiple ADR's filed against the student, additional sanctions are imposed on the student by the Graduate School or the College of Human Medicine Academic Hearing Board.

Turnitin

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred. Instead, with the help of the tool, the instructor makes a complete assessment and judges the originality of the student's work. Submissions to any course may be checked using this tool.

Professional and Behavioral Standards

All MPH students are expected to exhibit the professional and behavioral standards discussed in the sections below. Any student who violates the professional or behavioral standards may subject to disciplinary action or dismissal.

Professional

Competence in knowledge and skills, professional communication, confidentiality, and withholding personal judgments are all examples of the principles of professionalism expected by the Master of Public Health program. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included are:

- Knowledge
- Competence
- Demeanor
- Attitude
- Mannerism
- Integrity
- Morals
- Professional honesty
- Social responsibility
- Teamwork
- Timeliness

Each student is expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While a student has an obligation to assist their fellow students in meeting the common goals of their education, the student has an equal obligation to maintain the highest standards of personal integrity.

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, postings on D2L and on social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.

Behavioral

Each MPH student is expected to uphold ethical behavioral standards while enrolled in the MPH program. Behavioral standards include but are not limited to the following:

- Respectful interactions (virtually, in-person, or over the phone) with others (peers, faculty, staff, etc.)
- Respect human differences and show courtesy and compassion in all situations
- Abide by the MSU Anti-Discrimination Policy, which can be found at https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html
- Be honest and forthright in all interactions
- Refrain from attempting or inflicting physical harm on others
- Refrain from threatening behavior (physical, verbal, and emotional)
- Take personal responsibility for their own actions, decisions, and behavior
- Abide by local, state, and federal laws

Harassment or discrimination in any form will not be tolerated.

- Harassment includes any action (verbal, physical, or sexual) that appears to be disturbing or threatening to others.
- Discrimination includes, but is not limited to, restricting access to university facilities or participation in educational, athletic, social, cultural, or other activities on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, weight, etc.

The MPH program retains the right to dismiss any student found to have committed acts of discrimination and/or harassment.

Affected individuals are encouraged to submit harassment or discrimination complaints to the Office of Institutional Equality by visiting, https://oie-msu-qme-advocate.symplicity.com/public_report/index.php/pid336147?.

Student Responsibility Agreement

Each student is required to sign and submit a Student Responsibility Agreement to the *Master of Public Health New Student Orientation* in D2L. The Student Responsibility Agreement is an acknowledgement by the student of the requirements, opportunities, and support offered by the MPH program and also the student's responsibilities while they are part of the MPH program. The Student Responsibility Agreement is located in the *Master of Public Health New Student Orientation* in D2L or on the MPH website, http://mph.chm.msu.edu/images/Student_Responsibility_Agreement_Form_063016.pdf.

Academic Performance

The following represent the minimum academic standards to maintain enrollment in the Master of Public Health program.

- A minimum grade of 3.0 is required in all courses required for the MPH degree or for a graduate certificate.
- Each student must maintain a minimum 3.0 cumulative GPA throughout their MPH coursework.
 - If a student's cumulative GPA drops below a 3.0, they will receive a notification via e-mail from the Graduate School encouraging them to meet with their MPH advisor. If their cumulative GPA drops below a 3.0 for a second semester, the student will be unable to obtain financial aid.
 - A student whose cumulative GPA has dropped below a 3.0 for the second semester in a row, and is ineligible for financial aid, may submit an Student Academic Progress (SAP) appeal request to the Office of Financial Aid, <https://www.finaid.msu.edu/sap.asp>. A Master of Public Health student may only request one SAP appeal throughout their MPH coursework. A second SAP appeal may be considered in exceptional circumstances.

A student who fails all enrolled courses their first semester enrolled with the MPH program will be dismissed from the program at the conclusion of the semester. After the first semester of enrollment, a student who fails a course (earns below a 3.0) has the opportunity to re-enroll in the course one time to obtain a passing grade. If the student does not pass the course after the second attempt, the student must request approval from their advisor to enroll in the course a third time. If the student fails the course a third time, they will be dismissed from the Master of Public Health program. If the student earns a passing grade after re-enrolling in a course, the passing grade replaces the failing grade when the student's cumulative GPA is calculated, although the failed course and grade still appear on the student's transcript.

*A student who receives a grade of a 2.0 or a 2.5 in a course the first time must contact their advisor to request re-enrollment in the course as they will not be able to re-enroll on their own.

A student who fails to meet these standards will be placed on academic probation with the possibility of dismissal from the MPH program. Students on academic probation are required to work with their MPH advisor on a plan to improve their academic performance.

Provisional Admission

A student who has been admitted to the MPH program on a provisional basis must earn a 3.0 or above in their first two core courses. The student cannot enroll in any elective course while on provisional admission. If the student fails to earn a 3.0 in one or both core courses, their admission will be rescinded. No appeals are accepted.

Academic Standards Committee

The MPH Academic Standards Committee reviews all cases regarding academic standards (probation and dismissal), dismissal appeals, and time limit waiver requests. The committee meets three times per year (at the conclusion of each semester: fall, spring, and summer).

Grading

Final grades are determined based on the student's mastery of the course materials and demonstration of the required skills. Each of these components contributes to the final grade which is determined by professional standards at the graduate level. The final grade is issued in accordance with the following grade scale:

- 4.0 - Well above expectation
- 3.5 - At expectation (average for graduate students)
- 3.0 - Below expectation (and passing)
- 2.5 - 0.0 Failing

In the event a student disagrees with the grade received in a course, discussion of their concerns must occur with the instructor prior to any further action. If the issue is not resolved to the student's satisfaction, they may elect to pursue the process described in the "Grievance" section of this handbook. A student may request to review their academic folder during regular business hours. An appointment must be made by calling the MPH program office to arrange for this.

Deferred Grades

This information and more can be found at: <https://www.msu.edu/unit/ombud/grade-codes.html>.

Deferred grades (DF) are issued only to a student who is doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF becomes a U (Unfinished) and is changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

Incomplete Grades

This information and more can be found at: <https://www.msu.edu/unit/ombud/grade-codes.html>.

Incomplete grades (I) are issued only to a student who meets all of the following criteria: (1) has completed 12 weeks of the semester but, because of a compelling reason cannot complete the semester and/or take the final exam; (2) be passing the course; and (3) in the instructor's opinion be able to complete the course without repeating the course. If a catastrophic event or serious illness prevents a student from meeting the instructor's deadline for removing an incomplete, the student can request an extension of the incomplete from the instructor. This request will require documentation. A student who fails to meet their deadline and neglects to contact their instructor automatically receives a failing grade in the course.

Correction of Grades

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is thirty days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

Dismissal

A student can be dismissed from the Master of Public Health program when they fail to maintain the academic, professional, or behavioral standards of the program and the university. A student who has been dismissed from the MPH program cannot re-apply to the program at any point in the future or take life-long learning credits in the program's courses but is free to apply to other graduate or professional degree programs within the university.

At any point during the dismissal or appeal process, a student is permitted to reach out to the College of Human Medicine student resolution advocate or the university ombudsperson for guidance. The student is encouraged to review the *Graduate Student Rights and Responsibilities* document (<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>) to familiarize themselves with their rights as a graduate student.

CHM Student Resolution Advocate: <http://studentombudsperson.chm.msu.edu/>
MSU Ombudsperson: <https://ombud.msu.edu/>

Academic, Professional, or Behavioral Dismissals

A student who has been identified as a potential dismissal will be contacted via e-mail with a dismissal warning letter. The student has the right to submit an appeal within ten business days of the date on the dismissal warning letter. All dismissal appeals are reviewed by the Academic Standards Committee which will determine continued probation or final dismissal. Committee decision letters are sent via e-mail and U.S. verified mail.

Appeal of Dismissal

A student who has been dismissed from the MPH program may pursue an appeal. An appeal may be based on the evidence of the case or perceived violations of due process. An appeal consists of a Master of Public Health Appeal form and, if necessary, any documentation supporting the appeal (e.g., medical documentation). Upon review of the appeal, further documentation may be required before a final determination is made.

Grievance

If the student feels there was a violation of due process or good faith assessment of their performance, they may file a grievance in accordance with the grievance section of this handbook.

Time-Limit Dismissal

A student who is approaching the six-year time limit is contacted by their MPH advisor via e-mail as well as traditional mail. If the student wishes to complete their MPH degree, they must contact their advisor within ten business days of the date on the letter. If no effort is made to complete the degree requirements by the time limit, the student is dismissed once the time limit expires. Time limit waiver requests are considered by the Academic Standards Committee on a case-by-case basis.

Grievances

When a conflict arises between a student and an instructor, the student must first attempt to resolve the problem with the instructor. If the student remains dissatisfied with the results of this discussion, the student must consult with the MPH director who will advise the student with respect to potential courses of action. This may include filing a request for an academic grievance hearing. If still aggrieved, the student should reach out to the College of Human Medicine student resolution advocate.

The College of Human Medicine student resolution advocate provides to CHM students and to faculty who are experiencing distress related to their experience with CHM students, a confidential, professional encounter that promotes fairness, ensures respect for all individuals, facilitates communication, and assists students and their faculty in reaching understandable resolutions.

A student and faculty member may initiate confidential contact with the student resolution advocate using the Professional Concerns and Mistreatment Report (PCMR) or the Concern/Comment/Question form to make a detailed report or to submit a question, comment, or concern. All communications about experiences with CHM are welcome. No identifiable information is generated by the form and no response can be sent back to the sender unless that information is included on the form by the sender. The forms are reviewed by the CHM student resolution advocate only.

The student may consult with the university ombudsperson at any point during an issue when a confidential conversation or source of information may be needed but it is recommended that all resources within the MPH program, Division of Public Health, and College of Human Medicine be exhausted before approaching the ombudsperson. The university ombudsperson is an official, chosen from among senior faculty, to whom a student at any level may appeal for assistance in resolving complaints involving academic or non-academic matters. Contact at: 354 Farm Lane, North Kedzie Hall, Room 129, (517) 353-8830, ombud@msu.edu.

The student may request a formal academic grievance hearing before the appropriate hearing board. The jurisdiction of a hearing for student grievances may vary, depending on the location of the dispute within the university. For example, the hearing board for a grievance against an instructor takes place in the unit in which the grievance originated. The appropriate venue for grievances or complaints in the College of Human Medicine is determined by the dean of the Graduate School.

At times, members of the MSU community may request an academic disciplinary hearing to impose sanctions on a student in addition to, or other than a failing grades in a course for academic dishonesty. The academic disciplinary hearing goes before an appropriate college hearing board selected by the dean of the Graduate School.

The Department of Student Life offers conflict resolution services that provide four services: adjudication, conflict coaching, mediation, and restorative justice. More information is available at <http://studentlife.msu.edu/sccr/conflict-resolution-services>.

The official and most complete source of information on academic matters is the *Master of Public Health's Student Handbook* and the university's *Academic Programs Catalog*. These documents should be consulted for academic policies, regulations, requirements, and procedures. Visit www.reg.msu.edu and click on the *Academic Programs Catalog* link in the "Programs & Policies" tab on the top of the page. Additional resources for students include *Spartan Life: Student*

Handbook and Resource Guide, available at <http://splife.studentlife.msu.edu/>.

The following document outlines the general procedures for conducting a hearing affecting graduate students:

- The *Graduate Student Rights and Responsibilities* document (GSRR):
<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>

Further resources regarding grievances can be found by visiting the links below:

<https://ombud.msu.edu/Complaint%20and%20Grievance%20Systems.html>

<http://studentombudsperson.chm.msu.edu/>

<http://studentresolutionadvocate.chm.msu.edu/>

Transfer Credits from Outside MSU

A student may be eligible to transfer as many as nine credits of graduate course work (excluding research and thesis credits) into the Master of Public Health program from other accredited institutions with graduate programs. These credits cannot be requirements toward a previously conferred degree or certificate and must be graded at a 3.0 or above. The MPH program reviews the request and syllabus and only approves if the course content is sufficiently public health related.

A student interested in transferring credits from another program/department or university to be used toward their MPH degree requirements must first complete the Transfer/Elective Credit Request Form available in the *MPH Student Community*. In addition to this Transfer/Elective Credit Request Form, a syllabus from each class requesting to be transferred must be submitted. Transfer requests are reviewed by the MPH Curriculum Committee. The student is notified of the decision and any necessary follow-up by e-mail.

If transfer credits are approved, the credits may not appear on a student's course record until degree conferral. Transfer credits cannot be more than six years old at the time of conferral of the MPH.

Non-Master of Public Health Elective Credits from Within MSU

A student may be eligible to take as many as nine elective credits from an MSU program/department outside of the Master of Public Health course offerings. Elective credits taken outside the MPH are held to the same 3.0 grade standard as MPH-offered elective credits. Elective credit requests cannot duplicate content covered in any of the six core courses, however, the requested course may expand on specific content.

Prior to enrollment, a student who is interested in taking an elective course offered outside of the MPH program must submit the Transfer/Elective Credit Request Form for MPH program approval. The form can be found in the *MPH Student Community* in D2L. The MPH program reviews the request and syllabus and only approves if the course content is sufficiently public health related. Any courses taken prior to receiving MPH program approval may not be accepted.

Time Limit

A student must complete their master's degree or graduate certificate within six calendar years. The semester in which the first class that is to be applied to the degree is taken is considered the student's first semester in the program. The six-year time limit does not pause during non-enrollment. A waiver for this requirement may be considered in extreme circumstances.

Attendance

A student whose name does not appear on the official class list for a course may not participate in the course. **Any student who fails to participate during the first two weeks of the semester will be dropped from the course.**

A student who misses more than three consecutive weeks of class (i.e. those who do not participate actively in class assignments or activities) and who have not communicated with faculty to be excused from class, will receive a failing grade of 0.0 in the course. If a student is going to be absent from class for one week or more and is unable to complete an assignment on time, the student must inform the instructor *in advance* to be formally excused and still receive credit for the assignment. **A student must provide the instructor with an explanation in writing at least 24 hours before an absence.** E-mails received later than this will not be honored and the student's assignment will not be accepted. If a student has an emergency situation, the instructor must be contacted prior to the assignment due date to make alternative arrangements. Otherwise, the student will receive a 0.0 for the missed assignment(s).

A student who is not enrolled in courses for more than three consecutive semesters is required to complete a readmission application to be considered for re-enrollment.

Withdrawal from the University

This information and more can be found at: <https://reg.msu.edu/ROInfo/Notices/Withdrawal.aspx>.

A withdrawal from the university occurs when a student drops all of their courses within a semester. A student may drop all of their courses through the middle of the term of instruction using the online enrollment system or in person at the Office of the Registrar in room 150 of the Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

A student may drop a course or withdraw after the middle of the term of instruction because of events of catastrophic impact such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade is assigned. If failing, a 0.0 (or N in a P-N graded course) is assigned. The course remains on the student's academic record.

Please note: withdrawals after the first quarter of the semester may negatively impact a student's ability to receive financial aid. Please contact the Office of Financial Aid (517-353-5940) for more information.

In the event the student would like to withdraw from the Master of Public Health program completely, in addition to contacting the Office of the Registrar, the student is also required to contact the MPH program office to indicate their intent to withdraw. The student's intent must be submitted in writing via e-mail (mph_generalinformation@hc.msu.edu) or traditional mail.

Readmission

This information and more can be found at:

<https://reg.msu.edu/StuForms/Readmission/Readmission.aspx>.

A Master of Public Health student who has withdrawn from the program or who has become inactive from more than three consecutive semesters of non-enrollment may apply for readmission to the program. The student is only eligible to apply for readmission if they can successfully complete the program requirements within the six-year time limit (the first semester in which a student enrolled in courses that apply toward their degree is the beginning of their six-year time limit) and is in good academic standing (cumulative GPA of a 3.0 or above). A student who is not in good academic standing may request an eligibility review by the Academic Standards Committee. If the Academic Standards Committee approves eligibility, the student may submit an application for readmission. Readmission application approval is not guaranteed. A student who has been dismissed from the Master of Public Health cannot apply for readmission.

A student wishing to apply for readmission must submit a readmission application with the Office of the Registrar by visiting, <http://www.reg.msu.edu/StuForms/ReAdmission/ReAdmission.asp>, at least one month prior (four months for international students) to the beginning of the semester for which the student plans to begin courses. Applications received less than one month in advance may not be approved in time for the start of the desired semester.

After submitting the application for readmission, the student is required to submit the following items to mph_generalinformation@hc.msu.edu.

- An updated resume.
- A personal statement describing what circumstances led to the discontinuation of enrollment, why the student wishes to pursue the completion of their MPH, and how they plan to proceed successfully.
- A student must note if they have submitted official transcripts to the Office of Admissions.
- An updated Program of Study form approved by the student's MPH advisor.

All readmission application documents are considered in review of the readmission application, including the student's academic record with the Master of Public Health. Once a decision is made regarding the readmission application, the student is notified via e-mail including any conditions needing to be met to maintain their readmission. If the student does not enroll in courses for the semester for which they were readmitted, they will need to complete the readmission application process again for the next semester.

For further information, a student should contact their MPH advisor.

Exit Surveys

A short online survey is given by the Graduate School to each student who has applied for graduation. The survey asks questions about educational experiences in MSU graduate programs as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students. The identity of each respondent is kept confidential and only aggregate information is made available to faculty and administrators. The student receives an e-mail message from the dean of the Graduate School with a link to the survey. However, the student does not need to wait for that e-mail message to complete the survey after applying for graduation.

It takes about 5-10 minutes to complete the online survey. Instructions for completing the survey are available by referencing the third step at <http://grad.msu.edu/etd/>.

Each student also receives an exit survey from the MPH program upon degree conferral inquiring about their experience with the Master of Public Health program. The information collected in the MPH exit survey is used to track alumni statistics and review MPH program components, faculty, and staff.

Additional Resources

Spartan Life: Student Handbook and Resource Guide

This information and more can be found at: <http://splife.studentlife.msu.edu>.

This is a helpful resource guide to campus programs and services. It includes rules, regulations, rights, and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms.

Distance Learning Services

This information and more can be found at: <http://www.lib.msu.edu/dls/>.

The MSU libraries maintain a unit to support the research and information needs of faculty and students participating in on-line or off-campus courses. Among the services are supporting the D2L course management system and providing book and article delivery. The Distance Learning Services Helpline is available twenty-four hours a day, seven days a week at (844) 678-6200 or (517) 432-6200.

General MSU IT Services

MSU IT Service Desk

Consultants provide computing support by telephone, face-to-face, and e-mail for general computing questions, troubleshooting computer issues, and configuring personal computers to work with the MSU network and mail system. For assistance call (517) 432-6200 or visit www.help.msu.edu.

24-hour Distance Learning Services

Provides support for the D2L course management system including start-up, technical and access problems, and feature requests. Help with accessing online resources using the *MSU Proxy Server*, book and article delivery, and help with online courses is also available. Call (517) 432-6200 or (844) 678-6200. Visit <http://help.d2l.msu.edu/> for self-directed help online.

MSU Libraries

This information and more can be found at: www.lib.msu.edu.

The MSU Libraries house a research collection of approximately 4.8 million volumes as well as non-print materials such as maps, sound recordings, and hundreds of electronic databases. The library also provides a wide range of user services including extended hours, assistance in using

online resources, planning research, and the Assistive Technology Center. Special areas of interest to new students include the Careers Collection, the Financial Aid Collection, and the CyberCafe, as well as the Film Series, and other free events for students. The Main Library is located on West Circle Drive, across from Beaumont Tower.

The Master of Public Health program utilizes a public health librarian who is available to its students. The MPH program strongly encourages each student to take advantage of the librarian's expertise as she is an excellent resource.

Chana Kraus-Friedberg, Public Health Librarian

Email: krausfri@msu.edu

Phone: (517) 884-8462

Zoom: Chana Kraus-Friedberg

The Writing Center

This information and more can be found at: <http://writing.msu.edu>.

The Writing Center staff consults with writers at all levels of proficiency and at all stages of the composing process. Call for an appointment at the main location in room 300, Bessey Hall, at (517) 432-3610, or stop by at the Writing Center satellite in the Main Library. A student may set up an online, real-time appointment by visiting <http://msuwriting.mywconline.com>).

Learning Resources Center (LRC)

This information and more can be found at: www.lrc.msu.edu.

The Learning Resources Center is an individualized learning center that offers assistance to MSU students who want to improve their study skills. The LRC's goal is to help students develop the strategies and techniques necessary to become successful students. The LRC delivers services through professional staff offering individualized consultation as well as seminars in reading, study groups in mathematics, and workshops on learning and study skills, note taking, and time management. Tutoring services are available during evening hours. For more information call (517) 355-2363.

Resource Center for Persons with Disabilities (RCPD)

This information and more can be found at: <http://www.rcpd.msu.edu/>.

The Resource Center for Persons with Disabilities has staff specialists who respond to students with mobility, visual, and hearing disabilities as well as alternative learner concerns and other handicapped populations, thus enabling their involvement in university activities. The RCPD office is located at 120 Bessey Hall and may be reached at (517) 884-7273. Services available are:

- Volunteer Reading Services
- Oral/Sign Interpreters
- Taped Library
- Transport Service (on-campus transport)
- Optical to Tactile Converter
- Environment Accommodation Info or Assistance
- Talking Computer Terminal
- Assistance in Housing Accommodations

TV Magnifiers
Personal Assistant Referral System
Enlarger/Copier
Student/Faculty Consultation
Kurzweil Reading Machine
Registration Assistance
Telecommunication Device for the Deaf
Campus Orientation

Graduate and Professional Degree Career Services

This information and more can be found at: <http://careersuccess.msu.edu/phdcareers>

Located in Chittenden Hall, PhD Career Services works with the Graduate School to provide resources for MSU's PhD ***and graduate students***, such as Handshake (<https://careernetwork.msu.edu/services-locations/handshake/>). PhD Career Services aims to support PhD and graduate students with professional development throughout their time at MSU, rather than just at the end.

All MPH students are encouraged to make an appointment with PhD Career Services at the beginning of their program to learn more about the resources available to them early on. Please visit <http://careersuccess.msu.edu/phdcsadvising> to make an appointment. For general inquiries, contact hireaphd@msu.edu.

Counseling Services

This information and more can be found at: <http://counseling.msu.edu/>

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center is located in room 207, Student Services Building. The Counseling Center can be reached at (517) 355-8270 or counseling@cc.msu.edu.

Office of Financial Aid

This information and more can be found at: www.finaid.msu.edu

Over sixty-five percent of MSU students receive financial aid. Many receive aid from more than one source. The Office of Financial Aid assists students as part of the university's commitment to providing equal opportunity and equal access to all qualified students.

Financial aid advisors are available to answer questions, discuss student needs, or assist with budget planning. If pursuing financial aid, it is recommended that a student contact a financial aid advisor as soon as possible. Delays may be costly because some programs have application deadlines. Walk-in service is available. The Office of Financial Aid is located in the Student Services Building in room 252, and can be reached by phone Monday through Friday, 9a.m.-4:45p.m. at (517) 353-5940.

Public Health Resources

Each student is encouraged to consider membership in their state-affiliated public health association and the American Public Health Association.

The *Master of Public Health Student Community* within D2L provides more comprehensive information of public health resources.